

Child protection and safeguarding: COVID-19 addendum



**HAYDON
SCHOOL**

Approved by:

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Morag Wall	0208 429 9579 School Mobile: 07976514227 Mwall1.312@lgflmail.org
Deputy DSL	Ms Zoe McCarthy	0208 429 0005 zmccarthy3.312@lgflmail.org
Designated member of senior leadership team if DSL (and deputy) can't be on site	DSL is always available and contactable via phone. SLT are in school on a daily rota basis – please contact reception	0208 429 0005 admin@haydonschool.org
Headteacher	Mr Robert Jones	0208 429 0005 School Mobile: 07976514213

		Rjones.312@haydonschool.co.uk
Local authority designated officer (LADO)	Mr Rob Wratten	07919115892 rwratten@hillingdon.gov.uk
Deputy LADO and CP Lead	Miss Hannah Ives	07753431285 hives@hillingdon.gov.uk
Chair of governors	Dr Tanya Huehns	thuehns.312@lgflmail.org

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners;

A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 (as amended by the Children and Social Work Act, 2017) as:

- (a) the local authority
- (b) a clinical commissioning group for an area any part of which falls within the local authority area
- (c) the chief officer of police for an area any part of which falls within the local authority area and our local authority (LA) Hillingdon.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first

- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy is available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children still attending school and those at home.

Any concerns must continue to be raised via the school's reporting system of CPOMS. The DSL Morag Wall is also available to speak to on 07976514227 at any time.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We have a trained DSL contactable at any time during the current period. Details of all important contacts have been listed in the 'Important contacts' section at the start of this addendum.

All school staff have been informed that the DSL Mrs Morag Wall is contactable at any time via the school mobile and or CPOMS alerts.

We have ensured that the DSL (and deputies), SLT and Year teams wherever their location, know who the most vulnerable children in our school are.

On occasions when there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be vary on a daily basis - but all staff have been sent the information regarding the rota of which SLT staff are in school on which days. Each SLT member has been given a school mobile number and is also contactable at any point during this school closure:

Head	Rob. Jones	07976514213
Deputy	Caroline Whitehead	07976514458
Bus. Manager	Beyhan Ercan-Razvi	07976533584
DSL / AHT	Morag Wall	07976514227
AHT	Sam Kidd	07976513978
AHT.	Angela Appleby	07976538626
AHT.	Julie Martin	07976538658
AHT.	Dan Gooch	07976514284
AHT.	Michelle Hitchman	
AHT.	Dave Gosling	

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school (this was actioned prior to school closing – but is being constantly monitored and reviewed)

- Update and manage access to child protection files, where necessary (DSL would need to come in to access Paper CP Files. All electronic files are obtainable electronically through CPOMS – only DSL and DDSL has the enhanced access)
- Liaise with children’s social workers where they need access to children in need and/or to carry out statutory assessments
- Liaise with Police and the school’s officer where necessary.

5. Working with other agencies

We will continue to work with the children’s social worker, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children’s social care, reporting mechanisms, referral thresholds and children in need

The following guidance is currently in place:

All CIN, CP meetings, strategy meetings, ICPC, RCPCC, LAC and PEP meetings will continue to happen remotely either via video or conference call – in which the DSL (or DDSL) will (and have been) attend.

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn’t attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by making a daily phone call to check on the young persons whereabouts
- Notify their social worker, where they have one

We are using the Department for Education’s daily online attendance form to keep an accurate record of who is attending school.

We have made arrangements with parents and carers to make sure we have up-to-date emergency contact details and additional contact details where possible.

Each day, the duty support staff manning reception will be phoning home to each young person who has arrived at school, to inform parents that they have safely arrived at school – as well as making phone calls home to inform/check with parents of those students that have not attended but the school were expecting to attend.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those staying at home.

Should any issues of Peer-on-peer abuse arise, we will follow the procedure already set out in the school’s Safeguarding policy, which outlines our Policies and procedures for Peer-on-peer abuse.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

Any concerns need to be raised to either the DSL or Headteacher in the first instance. School will continue to liaise and inform the LADO as per normal.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who do not meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

Some of these students have already been identified, and invited into school. This is an on-going process, which is being monitored and reviewed by, Year Teams, SENCO and the Safeguarding team. Examples of some of our more 'Vulnerable' young people that we have identified and invited to come into school, are those students who have previously been on a CIN or CP Plan, have undergone an EHA or who are subject to a TAF.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

The contact plans include;

- How often the school will make contact – initially this was fortnightly, but will now be weekly.
- Which staff member(s) will make contact – as far as possible, this will be a designated member of staff who know the family well. Appropriate staff member have been identified and this is logged on Cpoms as well as a central recording sheet so that all staff can see who has made contact.
- All LAC students will be contacted via the DSL
- Students on a CIN / CP and other previous students on CIN / CP (where needed) will be contacted by either the DSL or DDSL
- Students with SEN concerns will be contacted, via the SEN and Link teams.
- Staff will make contact – primarily over the phone. However if there is a lack of parental contact and student engagement with work during this school closure, via phone or email then a Duty of Care,

Welfare check may well have to be undertaken and if necessary concerns raised and escalated to our schools officer. This would need to be discussed with the DSL prior to taking place.

Prior to the school's closure each vulnerable child – CIN, CP and LAC were contacted. Parents and carers were informed about their entitlement to come into school during the enforced period of closure. The record of each conversation was logged onto CPOMS and the relevant Social Workers were informed. During the weekly contact calls, all parents and carers will be reminded of the option to send the young person into school.

If we cannot make contact, we will (see above – for more detailed clarification) contact Social Workers and the Police.

11. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

Our IT staff will always be available either in school (contactable via their normal emails) or, remotely (contactable via their normal email) in order to access and deal with any Safeguarding concerns.

12.2 Outside school

Where staff, are interacting with children online, they will continue to follow our existing staff code of conduct policy and our e-safety policy.

Guidelines issued to all staff re contacting parents –

When making calls to parents, please follow the below steps:

1. **Hide your number/caller ID;**
2. Remember to delete the number dialled from your phone straight after;
3. Do not store the number in your phone contacts;
4. If leaving a message, do not leave your personal number as a point of contact - leave your Igfl email address instead.

If absolutely necessary, record a conversation script (use as minimum personal information as possible), but do it in a dedicated notebook and keep that notebook safe and secure from third party access. On return to school, please dispose of the notebook accordingly.

Please remember to use Google Drive as it eliminates the need for any paperwork. Please do not save the google sheet with students' personal data and parents' contact details on your personal devices. That document contains a lot of sensitive information!

Conduct a conversation with the parent in a private space where your conversation cannot be overheard.

Remember to lock screens while leaving your devices and laptops unattended. The Win+L key combination locks the computer screen. If accessing through your phone or tablet, adjust your settings to minimise possibility of a breach.

Staff members are not permitted to let their family or friends use any school own equipment or access school-owned personal data (whether in electronic or paper format). If using a personal device while accessing school-related information, please ensure that you have appropriate security (password protection as a minimum) and antivirus measures on your devices and laptops.

Personal data should still be collected, processed, transported and used in accordance with the school's GDPR Policy (available on the school website). Staff members are also to adhere to the school's E-Safety and ICT Policy (also available on the school website).

All data protection incidents (loss or theft of personal device containing school-related personal data, any unauthorised access to or distribution of school-related personal information) should be reported to the school's DPO immediately on dpo@haydonschool.org.uk

As a school we have made the decision to continue the use SMHW as the sole online digital platform for online learning during this period of school closure. No live teaching or meetings via platforms such as Zoom, google meets etc will be taking place between staff and students . This is to ensure the safeguarding of both staff and students.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have, back to our school, and signpost them to other sources of support too.

12.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online
- All of the above has been covered in a detailed safeguarding newsletter already sent out to all parents, carers and staff.
- The school have also installed a CEOPS alert button on the school website in which both students and parents can use in order to raise concerns of any inappropriate material/websites.
- The school will continue to send out regular safeguarding updates to all stakeholders to keep them updated of online safety and additional resources.

13. Mental health

Where possible, we will continue to offer our current mental health support for our pupils.

Our face to face counselling will switch to over the phone counselling. Our counsellors will contact students first via email in order to get their consent for over the phone counselling.

Below is an example of email you may receive:

Hello _____

I hope you are well, despite the very unusual current circumstances.

I am writing to let you know that whilst the school remains closed to most students due to Coronavirus, I am able to continue offering weekly counselling sessions **by telephone**.

Please consider if you would like to take advantage of this continued service. If so, please also consider when and where you could have a quiet, uninterrupted telephone session at home.

Then, if you do want to go ahead, all you need to do is reply to this specific e-mail (using this school e-mail address* or on this school mobile number that I will be using for our sessions -).

Please remember to tell me the phone number you would like me to call you on for our sessions; and also please suggest a suitable time on a Wednesday, Thursday or Friday during normal school hours. When e-mailing me, it is important to only use your Haydon school e-mail address to communicate with me, as I am not authorised to use any other e-mail addresses you may have.

You may, however feel that you would rather not to continue counselling by phone at present, which is fine. Should you later change your mind, please do not hesitate to contact me.

In the meantime, please keep in mind the following services that will remain available for your support:

- Haydon School Safeguarding Lead / Assistant Headteacher - **Mrs Wall** - 07976 514227

- **Kooth.com**

- Samaritans - **Samaritans.org** or phone **116 123**

- Childline - **Childline.org.uk** or phone **0800 1111**

(*Please note that the only e-mail address counsellors can use to receive or send you e-mails to you, is your Haydon school e-mail address).

We have also signposted all pupils, parents and staff to other resources to support good mental health at this time –

CAMHS (You will need to contact the relevant CAMHS in your Local Authority)

Kooth <https://www.kooth.com>

Kooth can help young people in these worrying times. Our counsellors are still online and can provide young people with support and advice. Given the restrictions on face-to-face engagement, our digital platform for young people to engage and seek emotional wellbeing support can be a fantastic alternative.

Papyrus <https://papyrus-uk.org> or phone **0800 068 4141**

Samaritans <https://www.samaritans.org/> or phone **116 123**

Childline <https://www.childline.org.uk/> or phone **0800 1111**

Young Minds <https://youngminds.org.uk> or phone **020 7089 5050**

Anna Freud Centre https://www.mentallyhealthyschools.org.uk/media/1960/coronavirus-mental-health-and-wellbeing-resources.pdf?utm_source=twitter&utm_medium=social&utm_campaign=coronavirus&utm_term=AF&utm_content=too

Barnardos <https://www.barnardos.org.uk/contact-us>

NSPCC <https://www.nspcc.org.uk/what-we-do/about-us/contact-us>

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

14. Staff recruitment, training and induction

14.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

14.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks.

We will also use the DBS Update Service, where these staff members have signed up to it, to check for any new information.

14.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum

- Confirmation of local processes
- Confirmation of DSL arrangements

14.4 Keeping records of who is on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

15. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO cannot share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3 weeks] by Mrs Morag Wall DSL, At every review, it will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff [code of conduct]
- Health and safety policy
- Online safety policy
- Whistle blowing policy
- Anti Bullying policy

Policy History

Date	Issue	Status	Comments
April 2020	1	Addendum	Approved 30.04.20 at student committee. To FGB 21.05.20 for ratification – approved.